

North Carolina State University Staff Senate
Wednesday, August 6, 2014
Senate Chamber – Talley Student Union

Present: Maurice Alcorn, Brenda Asbury, Donise Benton, Angkana Bode, Molly Bradshaw, Nicole Burgos, Kenneth Cash, Lee Ann Clark, Janice Coats, Charles Craig, Wall Crumpler, Zackery Dean, Cathi Phillips Dunnagan, Michael Ellison, Rachel Ensing, Christine Epps, Mary Fincher, Latoya Giles, Wyona Goodwin, Kendall Hageman, Shanna Harwell, Audrey Hendriks, Matthew High, Miriam Hines, Tom Karches, Heather King, David Kelly, Anna Lamm, Issac Lewis, Kristen McWilliams, Ervin Miller, Brandon Moore, Tenille Naumann, Antoinette Norton, Jill Phipps, Rachelle Robinson, Lossie Rooney, Melissa Simpson, Roger Sims, Joy Smith, Patty Spears, Teresa Story, Chris Terwilliger, Carl Thomas, Rosalie Tisa, Cheryl Tripp, Shamsa Visone, Barbara Walker, Erica Wisecup, Patti Woodbury

Absent: Todd Becker, Beverly Beland, Anthony Brown, Charles Cline, Nikki Cofield, Kathy Dick, Peggy Elliott, Kathryn Hair, Amanda Holbrook, James Johnson, James Jeuck, Maria Moreno, Jason Painter, Kim Paylor, Brian Pugsley, Carol Reilly, Kerri Rayburn, Jim Stewart, John Starbuck, Dustin Wheeler, Kimberly Womble

Guest Speakers: Dr. Deb Luckadoo, Director for Staff Diversity
Justine Hollingshead, Academic and Student Affairs-Vice Chancellor
and Dean Office Assistant to the Vice Chancellor and Dean
Charles Leffler, Vice Chancellor for Finance and Business

Chair Robert Davis called the 2nd meeting of the 20th Session to order.

Early Session:

- Committee Goal Setting
- District Goal Setting
- Report from the Blood Drive
- Highlight of Standing Committee Reports

Committee Reports:

Diversity:

Rachelle Robinson reported the committee held an initial face-to-face meeting on Wednesday, August 6, 2014 prior to the monthly Staff Senate general meeting. Due to individual time constraints and logistics they have maintained contact via email.

Committee Goals: To partner with various groups for on-campus events, activities and programs centered around diversity. We are also hoping to solicit guest speakers for some of our Staff Senate sponsored events.

Elections:

No report.

North Carolina State University Staff Senate
Wednesday, August 6, 2014
Senate Chamber – Talley Student Union

External Affairs:

Antoinette Norton shared at this time the External Affairs committee is waiting to receive advice from Kevin Howell. Our top priority for our term is to hold a NCGA "Town Hall" meeting with campus staff and students.

Once we meet with Kevin to find out what we are allowed to do in relations to our External Affairs Committee, then we can move forward.

Governance:

Patty Spears shared the following Governance Report:

1. Introductions:
 - a. Maurice, Rachel, Melissa and Patty attended the first meeting, which was prior to the regular Senate meeting.
2. Chair and Vice-chair
 - a. Maurice recommended Jim Stewart as Vice-chair, all approved of the recommendation. We will ask Jim Stewart if he would like to be Vice-chair.
 - b. Patty was confirmed as Chair by all present.
3. Discussion of Goals
 - a. This year we will be revising the Procedure Manual to better reflect what was is in the revised Bylaws.
 - b. Attached is a list of areas that were discussed during the Bylaws presentation as areas that need to be further described in the Procedure Manual.
4. Regular meeting time
 - a. The committee decided to meet at 9:00am, prior to the Staff Senate meeting. We will request a room at Tally.
5. Next month's meeting
 - a. Patty will not be present for next month's meeting (September 3rd)
 - b. A doodle poll is within the email and below. Please fill out for a meeting time the week of August 25th through August 29th.
 - i. <https://doodle.com/ntykzcc3shqrs4>
6. Action Items
 - a. Patty will set up a doodle poll for our next meeting (see #5)
 - b. Patty will send a list of items to address within the Procedure Manual (see attached)
 - c. Patty will send the last PowerPoint slides from May for reference to the meeting minutes (previously sent).
 - d. Everyone will review the list and help prioritize at the next meeting.

North Carolina State University Staff Senate
Wednesday, August 6, 2014
Senate Chamber – Talley Student Union

Highest Priority

1. Article IV, Section 2, D. iii. Define 'perform their duties with integrity and professionalism' needs to be further described. Maybe push this as a project for the Human Resources Committee to develop a 'code of ethics'. We added the statement 'in accordance with the guidelines in the Procedure Manual, so this is high priority.
2. Article IV, Section 3, Nominations and Elections are referred to the Procedure Manual, so make sure they are accurate.
3. Article IX. Section 6. Clarify Attendance Policy

Other clarifications

4. Article IV, Section 1, B. Our goal to try to make sure that no more than 60% of the senators roll off in a given year needs to be further described.
5. Article IV, Section 1, D. How we determine underrepresented districts in a standardized way needs to be described. (this is for appointed senators)
6. Article V, Section 3, A. Eligibility needs to be very clearly described
7. Article IV, Section 2, D. Duties of alternate senators need to be fully described.
8. Article VIII, Section 1. A. Committee descriptions. Make sure these are current and accurate. Some committees have mission statements etc., which may be nice to include.
9. Review the Bylaws page by page to determine what else needs further explaining in the Procedure manual.

Human Resources:

Angkana Bode reported the HR committee met for the first time on 8/6/14. The group identified the disconnected or undeserved staff which includes Housekeeping, landscaping and extension services. One of our first priorities is to improve the communications and focus on reaching out to such folks. We also are excited to have Jessie Manciaz, the new Director of Employee Relations, with us this year.

Public Relations:

Cathi Phillips Dunnagan reported the following:

PR Committee Goals

- sharing the stories with our constituents
- through active connections with all committees
- via our tools:
 - website
 - Facebook and Twitter
 - newsletter
 - eBulletin boards

North Carolina State University Staff Senate
Wednesday, August 6, 2014
Senate Chamber – Talley Student Union

- New! NC State Guides App
- training on technologies
 - provide hands-on demos to our constituents where they work and at events!

To inform our goals, we are asking these questions:

- What do our constituents WANT to know?
- HOW do they want to receive information?
- HOW can NC State Staff Senate serve them?

Resources & Environment:

David Kelly reported the Alternative Vehicle Showcase is scheduled for Oct 15th from 10AM-1PM on the Brickyard. We are looking for volunteers to assist with the set-up and take-down:

Set-Up 5 volunteers form 8:30 AM - 10 AM

Take-Down 5 volunteers from 1 PM -2 PM

Second Session:

Abundant Harvest Food Drive:

Wall Crumpler and Rachelle Robinson reported we hope at the upcoming meeting to have a signup sheet for building/room locations for boxes and senators that will be responsible for those boxes. We will also have the website link prepared and the promotional poster ready for online viewing and printing.

Staff Diversity Board:

Deb Luckadoo reported on the Connect with NC State program that will be launching in the next week or so. It is an online program using social media, where employees (faculty and staff) can be eligible for prizes by posting photos of themselves at the locations and events found on go.ncsu.edu/bucket-list on social media. This program is co-sponsored by the Staff Senate and the Staff Diversity Advisory Board. Senators are asked to forward the email that will be coming out later this week to let their constituents know about the opportunity.

Packaplooza:

Justine Hollingshead shared the following information on Packaplooza.

Date: August 23, 2014
2 p.m. – 10 p.m.

Where: Hillsborough Street (from Brooks Street to the roundabout near the Memorial Belltower)

North Carolina State University Staff Senate
Wednesday, August 6, 2014
Senate Chamber – Talley Student Union

Components of the Festival

- Throughout the day you will have opportunities to learn about NC State's traditions, including the history of the Belltower. We'll also show how we are making an academic impact on the world around us.
- Free and open to the public

For further information on this event please visit: <http://packapalooza.ncsu.edu/event-information/>

Budget Update:

Charles Leffler, Vice Chancellor for Finance and Business reported on budget updates. Mr. Leffler answered questions/concerns from Senators.

Roll Call:

Roll call was performed for accuracy and quorum.

Approval of July 16th and June 4th Staff Senate Minutes:

Minutes were approved as written.

Human Resource/Budget Report:

No report.

Chair, Robert Davis:

The Staff Senate was very busy during the month of July. Though the retreat was the central event, a lot of other important activities in a variety of areas also occurred. The events and dates were as follows:

- **AD HOC COMMITTEES:** The chair announced the creation of four Staff Senate Ad Hoc Committees: The Staff Senate Committee on the Arts, the 20th Anniversary Planning Committee, the Abundant Harvest Food Drive and the "Hands and Feet", Community Service Committee.
- **ALM Meeting-** It was Chair-Elect, Wyona Goodwin's first. We learned a varied amount of important information. The SPA staff will be getting a \$1000.00 as a flat payment. All staff members can now take three courses a year again. Money for EPA, though not specified by the legislature is being looked at by the administration.
- **PACKAPOLOOZA:** Wyona Goodwin, Vice Chair, Christine Epps and the Chair met with Packapalooza coordinator, Justine Hollingshead to discuss the Staff Senate's relationship with this year's event. It was decided that Christine would be the Staff Senate's official representative on Packapalooza and the Chair charged her with the responsibility connecting Staff Senators and the organizers of the activity.

North Carolina State University Staff Senate
Wednesday, August 6, 2014
Senate Chamber – Talley Student Union

- CALS Luncheon: Dean Richard Linton from the College of Agriculture and Life Sciences met with the entire delegation of Staff Senators from that college. Plans were discussed for strengthening the relationship between the Staff Senate and the CALS administration. The Senators were appreciative of the Dean's hospitality and interest in staff and our well being. A town hall meeting is now being planned.
 - BLOOD DRIVE: The chair appointed Staff Senator Donise Benton to be the Staff Senate's official representative on the blood drive this year. Donise is responsible for coordinating activities between the Staff Senate and the blood drive effort.
 - RETREAT: "You Are the Change You've Been Waiting For...Now Make a Difference" The retreat featured a warm welcome by Chancellor Randy Woodson and a keynote address by Athletic Director, Debbie Yow. Thirty allies of the Staff Senate were honored for the first time with "Certificates of Appreciation" during lunch and outgoing Chair Ryan Hancock was honored with a birthday cake. In the afternoon, Dr. Deb Luckadoo spoke to the Senators about the importance of diversity on NCSU campus. She then introduced the National Coalition Builders (NCBI). The facilitators were Dr. Deb Luckadoo, Beverly Williams, the head of the campus NCBI team, Garry Morgan and Valerie Ball. (For further details please read the 7/16/2014, Staff Senate minutes.)
 - ABUNDANT HARVEST FOOD DRIVE: The chair and committee met and discussed plans for a fall Staff Senate Food Drive. The food drive is being coordinated by Senators Wall Crumpler and Rachelle Robinson. It is slated to run from October 1-November 7th.
 - STAFF DIVERSITY BOARD. The chair and chair-elect are both members of the NCSU Staff Diversity Board. The Staff Senate is partnering with them to co-sponsor the North Carolina Connect program designed to encourage NC State staff to get involved in a "bucket list" of activities around the campus.
 - "HANDS AND FEET" Community Service Committee met for the first time. Senators Zack Dean and Donise Benton are coordinating the efforts to promote the usage of the staff Community Service benefit to the needy in our area.
 - UNC ASSEMBLY TELECONFERENCE. The UNC Assembly had its monthly meeting with the Chairs from across North Carolina. The chair attended teleconference in the McKimmon Center with past chair, Ryan Hancock. NC State was the busiest Senate that reported.
 - STAFF SENATE EXECUTIVE COMMITTEE. The Executive Committee met for the first time on July 30th. All of the new chairs introduced themselves and offered new visions for all of the Staff Senate Standing Committees.
- The Staff Senate has begun an exciting new year full of innovation and creativity. Everyone is encouraged to get involved.

Chair-Elect:

No report.

Vice Chair:

Christine Epps reported she was thrilled by how willing our staff senators have been to volunteer for the Packapalooza event on August 23rd. As of today, not including senators that were already

North Carolina State University Staff Senate
Wednesday, August 6, 2014
Senate Chamber – Talley Student Union

going to be volunteering all day at this event we have 41 volunteers registered for volunteering at Packapalooza. Thank you to everyone who has been so giving of their time.

We have had a concern raised over the recent change in parking permits issued by Transportation for Carpool and Van Pool participants. Previously they were issued 24 B free permits to use on those few days during the year when they had to drive to work. As of July 1st this was changed to 12 free permits but only in University Deck parking and 12 daily permits also in deck parking at a cost of \$2 a day. We have had several complaints that their work is not near deck parking and this represents for some a 20-30 minute walk to work. I have contacted Transportation to voice our concerns and we are working on setting up a meeting to discuss this. I made a request that senators ask their constituents

New Business:

Parliamentarian Candidate speeches were performed.

Adjournment:

The meeting was adjourned at 12:00 p.m.

Respectfully submitted by Nancy Phillips, Staff Senate Administrative Assistant